

MINUTES
JOINT FINANCE/PERSONNEL COMMITTEE
Tuesday, November 3, 2014
City Hall Room 203 Council Chambers

Members Present: Chairman Guy Zima, Ald. Tom De Wane, Ald. Andy Nicholson,
Ald. Tom Sladek

Others Present: Mayor Jim Schmitt, Ald. Jerry Wiezbiskie, Ald. Tim De Wane, Ald.
Joe Moore, Ald. Mark Steuer, Ald. Dave Nennig, Ald. Scannell, Ald.
Chris Wery, Ald. Danzinger, Dawn Foeller, Diana Ellenbecker,
Lynn Boland, Atty. Jim Mueller, Chief Tom Molitor, Rick Jensen,
Kim Flom, Dawne Cramer, Marsha Scholes, Chief Dave Litton,
Assist. Chief Mike Nieft, Russ Schwandt, Diana Ellenbecker, Mike
Hronek, Pam Manley, Patty Kiewiz, Rick Jurkanis, Andy
Rosendahl, and others.

1a. Requests for out-of-state travel for the 2015 budget.

Mayor Schmitt addressed the committee to discuss his out of state travel request and the Mayor's budget. Mayor Schmitt stated that the City belongs to the National League of Cities and US Conference of Mayors. There are two events he plans on attending in 2015 through the US Conference of Mayors and recapped the benefits of this organization as well as ideas he has brought back from those events in prior years.

A motion to approve made by Ald. Tom DeWane, seconded by Ald. Tom Sladek, and carried to approve.

2. Review and approval of the Mayor's recommended 2015 budget.

Mayor Schmitt spoke to his presented budget and pointed out there is very little changed from the 2014 budget and actually has a slight reduction. Ald. Zima asked if there were any pay increases in the budget for elected official, to which the Mayor replied there were no increases in this budget for elected officials.

A motion to approve made by Ald. Tom DeWane, seconded by Ald. Tom Sladek, and carried to approve.

1b. Requests for out-of-state travel for the 2015 budget.

Upon the Mayor's departure, Ald. Zima asked the committee if there were any other out-of-state requests that any of the committee members would like to go back to. Ald. Nicholson asked for clarification on the planning department out of state request. Director Kim Flom spoke that there are three out of state requests being made for the

same conference, of which only one request is in the 2015 budget. The first request is for a planning commissioner who was not able to make 2014 convention and would ask for 2014 money be carried over into 2015. The second out of state travel would be for Director Flom which would be paid from Green Bay and Brown County Housing Authority and Planning budget would cover the travel and training for one planner. Director Flom stated the registration amount of \$700 was paid for by the City for the commissioner but can be applied to any one's 2015 registration. A motion by Ald. Nicholson to reduce Planning training and travel budget by \$700 and seconded by Ald. Tom DeWane and not approve the request for a commissioner to attend. Motion carried.

Ald. Nicholson asked Director Grenier specific questions regarding the out of state travel being requested by the Parking Utility to which Director Grenier replied the supervisor of the Parking Utility would be attending the event to learn more about emerging technology such as automated cashiering equipment. A motion was made by Ald. Zima to remove this request, seconded by Ald. Nicholson but failed on a 2-2 basis, with Ald. DeWane and Ald. Sladek voting no.

A motion was made by Ald. Tom DeWane and seconded by Ald. Tom Sladek to approve the remaining out of state travel requested and carried.

2. Parks, Recreation, and Forestry

Director Cramer gave an overview of the Parks Department budget. In total the Parks budget increased by \$69,760 (.97%) of which \$68,530 related to salaries and benefits. Overall, Director Cramer stated this is a status quo budget.

Ald. Zima asked specifically about Bay Beach revenues to which Director Cramer stated Bay Beach revenues are at \$2.6M year to date and expenses are around \$1.993M netting the Beach approximately \$600K. Ms. Cramer stated that there are still some additional items coming in, so these are not the final numbers yet.

A motion was made by Ald. Sladek, seconded by Ald. Tom DeWane to approve the City Hall Maintenance budget. Under discussion, Ald. Sladek asked Director Cramer about the salary amount being requested for 2015, to which Director Cramer stated the request for 2015 anticipates full staffing of the maintenance group. Prior years may be somewhat low due to the fact of positions were vacant for a period of time until a new hire could be brought on. Motion carried.

A motion was made by Ald. Tom DeWane, seconded by Ald. Tom Sladek to approve the Parks Administration budget as presented and carried.

A motion was made by Ald. Tom DeWane, seconded by Ald. Tom Sladek to approve the Triangle Hill budget as presented and carried.

A motion was made by Ald. Tom DeWane, seconded by Ald. Tom Sladek to approve the Parks budget as presented and carried.

A motion was made by Ald. Tom DeWane, seconded by Ald. Tom Sladek to approve the Recreation as presented and carried.

A motion was made by Ald. Tom DeWane, seconded by Ald. Tom Sladek to approve the Pools as presented and carried.

A motion was made by Ald. Tom DeWane, seconded by Ald. Andy Nicholson to approve the Forestry as presented and carried provisionally until Director Cramer can put together a budget that includes additional forestry work needed throughout the City for the Council meeting next Wednesday.

A motion was made by Ald. Tom Sladek, seconded by Ald. Tom DeWane to approve the Wild Life Sanctuary as presented and carried.

A motion was made by Ald. Tom DeWane, seconded by Ald. Andy Nicholson to approve the Parks and Forestry Capital budget as presented and carried.

A motion was made by Ald. Tom DeWane, seconded by Ald. Andy Nicholson to approve the remaining parks budget including Bay Beach Operations, Bay Beach Capital and Parks Revenues as presented and carried.

City Council

The committee members and other members of the Council spoke about the need to add dollars to the budget to allow them to hire their own legal counsel, whereby Ald. Zima requested to add \$60,000 to the City Council budget for this. Ald. DeWane requested they hold on the Council budget and have it taken up last, seconded by Ald. Tom Sladek and carried.

Police & Fire Commission

A motion to approve the Police & Fire Commission budget as presented made by Ald. Tom DeWane, seconded by Ald. Tom Sladek and carried.

Administrative Services

Includes Print Shop, Finance, Clerk, Assessor, Purchasing, Elections, Board of Review, and Information Technology.

Print Shop

A motion to approve the Print Shop budget as presented made by Ald. Tom DeWane, seconded by Ald. Tom Sladek and carried.

Finance

A motion to approve the Finance Division budget as presented made by Ald. Tom DeWane, seconded by Ald. Tom Sladek, and carried. Ald. Zima noted that it appeared that the finance budget declined from 2014 to which Director Foeller agreed. The City will be moving to process payroll in house using the City's new ERP system and thus there is a reduction in contract services to remove the ADP processing fee. These dollars will be transferred to IT to pick up a portion of the maintenance contract on the new ERP system.

Clerk

A motion to approve the Clerk's Office budget as presented made by Ald. Tom DeWane, seconded by Ald. Tom Sladek, and carried.

Assessor

A motion to approve the Assessor's Office budget as presented made by Ald. Tom DeWane, seconded by Ald. Tom Sladek, and carried.

Purchasing

A motion to approve the Purchasing budget as presented made by Ald. Tom DeWane, seconded by Ald. Tom Sladek, and carried.

Elections

A motion to approve the Elections budget as presented made by Ald. Tom DeWane, seconded by Ald. Tom Sladek. Under discussion, Ald. Nennig stated the Clerk's office has certainly been busy the last few weeks with walk-in voters and would like to look at extending the hours of the Clerk's office to 7:00 for the two weeks leading up to the elections.

Director Foeller has calculated that additional staff time would be approximately \$2,900. Ald. DeWane amended his motion to increase the elections budget by \$2,900 to extend the hours of the Clerk's office two weeks prior to election which Ald. Sladek seconded. A vote was called and that motion failed on a vote of 2-2 with Ald. Zima and Ald. Nicholson voting no.

Reverting back to the original motion to approve the elections budget as presented by Ald. DeWane and seconded by Ald. Sladek was voted on and it and carried.

Board of Review

A motion to approve the Board of Review budget as presented made by Ald. Tom DeWane, seconded by Ald. Andy Nicholson, and carried.

Information Technology and Information Technology Capital

A motion to approve the IT operations and capital budget as presented made by Ald. Tom DeWane, seconded by Ald. Tom Sladek. Under discussion, Ald. Sladek asked about the increase in software maintenance to which Director Foeller replied that the Finance Department had a reduction in its budget for dropping the ADP maintenance contract since the City will be moving all financial modules and payroll to our new ERP solution. The increase in the IT software maintenance line is accounting for the maintenance contract for Tyler Munis.

A vote was called and the motion carried.

Law

A motion to approve the Law Department budget as presented made by Ald. Tom DeWane and seconded by Ald. Tom Sladek. Under discussion, Attorney Mueller presented a power point presentation to committee members and other council members present that spoke to the need and duties the additional attorney would take on. Discussion ensued by the committee members and council members present about different options available to fund this position and / or a position that would represent the council specifically.

Ald. Tom DeWane amended his motion to reduce the amount in the law department's budget by \$32,750 to bring that position down to a two-thirds position, seconded by Ald. Andy Nicholson and carried.

Municipal Court

A motion to approve the Municipal Court budget as presented made by Ald. Andy Nicholson and seconded by Ald. Tom DeWane. Under discussion, Judge Hansen answered questions posed by the committee members on collections of ordinance violations. Judge Hansen stated that he has seen citations and collections tick up a little in the last few months.

Ald. Andy Nicholson asked the value of revenue in the budget, which Judge Hansen replied \$1.2M. After review of historical revenue data and discussion on the uptick in recent revenue collections, Ald. Nicholson made a motion to increase the ordinance violations revenue by \$50,000, seconded by Ald. Tom DeWane, and carried to approve the Municipal Court budget as presented and increase the ordinance violations by \$50,000.

Human Resources

A motion to approve the Human Resource budget as presented made by Ald. Tom DeWane, seconded by Ald. Tom Sladek and carried.

Economic Development

A motion to approve Economic Development budget as presented by Ald. Tom DeWane, seconded by Ald. Tom Sladek and carried.

Community Services

Planning

A motion to approve the Planning budget as presented made by Ald. Tom DeWane, seconded by Ald. Tom Sladek. Under discussion a question was raised about car allowance to which Director Foeller stated it is a stipend some employees get for using their personal vehicle to attend meetings in and around town at a rate of \$30 per month with unlimited mileage.

A vote was called to approve the planning department's budget as presented and it carried.

Inspections

A motion to approve the Inspection budget as presented made by Ald. Tom DeWane, seconded by Ald. Tom Sladek. Under discussion Ald. Sladek asked Director Flom as to what was included in the contractual service line for this division. Ms. Flom replied most of the dollars in this line relate to a residential housing investigator for \$18,200, process server for citations for \$5,000, digital scanning for \$6,000 and nuisance abatement \$5,000. Ald. Steuer asked if there was a way to get more detail on contractual services to which Director Foeller replied yes and that the detail will be included in the report for council.

A vote was called to approve the inspections division budget as presented and carried.

Inspection Capital

A motion to approve the Inspection Capital budget as presented made by Ald. Tom Sladek, seconded by Ald. Tom DeWane. Under discussion, Ald. Nennig stated it appeared that budget could be decreased by \$2,000 for the trade-in on the vehicle to which Director Foeller agreed. A motion to amend the inspection capital budget and reduce it by \$2,000 was made by Ald. Tom Sladek and seconded by Ald. Tom DeWane and carried.

A motion to approve the Community Services departmental budget as amended was made by Ald. Tom DeWane and seconded by Ald. Andy Nicholson and carried.

Police

A motion to approve the police department budget as presented was made by Ald. Tom DeWane seconded by Ald. Tom Sladek. Under discussion Ald. Tom Sladek congratulated Chief Molitor on his control over overtime as it reflects a substantial savings for 2014.

Ald. Sladek asked Chief Molitor about the increase in the guns and ammo line of his budget to which Chief Molitor replied the cost of ammo has gone up considerably and this budget includes a one- time purchase for 4 SWAT rifles for \$8,000.

Ald. Sladek then asked Chief Molitor about the sustained 2015 budget for parking enforcement line as there were very few dollars that were expensed to that line in 2013 and 2014. Chief Molitor stated that 2015 was a resupply year.

Ald. Sladek asked Chief Molitor about the increase in the radio maintenance contract line to which Chief Molitor walked through the items that he anticipates hitting this line in 2015.

Ald. Sladek asked Chief Molitor about the increase in his cell phone line to which Chief Molitor replied it related to providing the SRO's at the Schools cell phones which is being billed to the police department by the school district.

After no further questions, a vote was taken to approve the budget as presented and carried.

Humane Officer

A motion to approve the Humane Officer budget as presented made by Ald. Tom DeWane, seconded by Ald. Tom Sladek and carried. A request was made by Ald. Steuer to break out the Humane officer salary of \$45,620 versus the intern of \$35,880. Director Foeller stated that we will do this in the final budget.

Fire

Ald. DeWane asked Chief Litton what would be the cost of adding the 6 fire fighters back into the budget, to which Chief Litton stated in comparing his originally submitted budget to the one presented in the budget book, the difference would be \$680,390. Discussion ensued amongst the committee member and other council members as to the need to put dollars into the budget due to the fact that if negotiations go to arbitration, a decision may not be received until June / July 2015. Until a decision is

made, the City would have to continue to comply with the current contract in place allowing 9 firefighters off at one time, instead of the proposed 7.

A motion was made by Ald. Tom DeWane to increase the fire department's budget by \$680,390 for the salaries and fringes related to 6 fire fighters.

Ald. Sladek asked what type of expenses would be charged against the personnel supply account to which Chief Litton responded badges, replacement damaged uniforms, and safety supplies. Chief Litton also mentioned with the number of fire retirements that are anticipated, he is expecting this account will be tapped more than usual.

Ald. Sladek asked Chief Litton about employee medical expense line, to which Chief Litton responded the City did go out for competitive bids this past year for a cost savings. He also stated that not all invoices have been processed yet for 2014 and he expects the number to come in closer to the amount that was budgeted for in 2014.

Ald. Sladek asked if the Chief would be comfortable with bringing that number down to \$50,000 to which the Chief said that was fine.

A motion was made by Ald. Sladek to reduce the employee medical expense supply line by \$5,650, seconded by Ald. Andy Nicholson and carried.

Ald. Sladek asked the Fire Chief about employee education expense and the amount that has hit so far in 2014 is well under the 2014 budget. Chief Litton said that this is an estimate of what the actual amount could be. His exposure according to union contract is well over \$20,000 and he anticipates with the number of retirements happening, new employees would look to advance their education and could certainly use the amount that was budgeted and then some.

Ald. Sladek asked the Fire Chief about his copy machine line as it looks like fire will only spend about \$2,000 in 2014. The Fire Chief responded he was fine with the reduction as these expenses look to be \$500 per quarter and not per month.

Ald. Sladek made a motion to reduce the copy machine line down by \$3,600, seconded by Ald. Tom DeWane and carried.

Ald. Sladek asked about contractual services to which Chief Litton stated the largest portion of this budget relates to a fee paid to our EMS billing service making up \$156,000 of that line.

Ald. Sladek asked Chief Litton about tools and shop supplies, to which the Chief responded he has placed a piece of diagnostic equipment in next year's budget and would be a one-time expense.

Ald. Sladek asked Chief Litton about building repairs to which Chief Litton stated that he anticipates using his entire 2014 budget for 2 of his 100 year-old buildings.

A motion to approve the Fire budget as amended was made by Ald. Tom Sladek and seconded by Ald. Tom DeWane and carried.

A motion to approve the Fire capital equipment budget as presented made by Ald. Tom DeWane, seconded by Ald. Andy Nicholson, and carried.

Department of Public Works

Includes Engineering, Operations, Traffic, and Department of Public Works Capital.

Engineering

A motion to approve Engineering budget as presented made by Ald. Tom DeWane, seconded by Ald. Andy Nicholson. Under discussion, Ald. Sladek asked about safety glasses to which Director Grenier replied that budget has been moved under the personnel supplies line. Ald. Tom DeWane asked if this budget fully funds all staff positions to which Director Grenier stated yes. Currently, they are still without one Assistance Public Works Director and one project engineer. A vote was called to approve the engineering budget and carried.

Operations

A motion to approve the Operations budget presented made by Ald. Andy Nicholson, seconded by Ald. Tom DeWane. Under discussion, Ald. DeWane asked Director Grenier if this budget funds all staff positions to which Director Grenier replied yes. A vote was taken and carried to approve the DPW Operations budget as presented.

Traffic

Ald. Joe Moore called out the fact that there was over \$1.8M in street lights and was wondering if we have looked into moving toward solar or LED lights for a cost savings. Director Grenier stated that the City has over 9,000 lights and has been slowly moving to LED lights but there is a cost for that change. As far as solar lights, the technology isn't there yet that would enable us to use solar power.

Ald. Sladek pointed out that new signs expense line seems to be coming in well under the 2014 budget and asked if the 2015 budget is the correct number to which Director Grenier responded the timing of certain intersections were not

ideal to complete this year due to the work done on Madison Street. He does anticipate using the entire amount he has budgeted in 2015.

Ald. Sladek stated that the 2015 budget for signal electricity looks a little high relative to its 2014 and prior year's trend line.

A motion to reduce the Signal Electricity budget by \$9,000 was made by Ald. Tom Sladek, seconded by Ald. Andy Nicholson, and carried.

A motion to approve the traffic department budget as amended was made by Ald. Tom DeWane seconded by Ald. Tom Sladek and carried.

A motion to approve the Department of Public works budget as amended was made by made by Ald. Tom Sladek, seconded by Ald. Andy Nicholson, and carried to approve.

Department of Public Works Capital

A motion to approve the Department of Public Works Capital budget as presented made by Ald. Tom DeWane, seconded by Ald. Tom Sladek, and carried.

Miscellaneous

A motion to approve the miscellaneous budget as presented made by Ald. Tom DeWane, seconded by Ald. Tom Sladek. Under discussion, Ald. Steuer raised the question to the Historic Preservation expense line, whereby, he would like to see a larger budget to enable more work to be done in this area. Many of the alders present were in agreement that the City of Green Bay needs to explore more of our heritage.

A motion was made by Ald. Tom DeWane and seconded by Ald. Andy Nicholson to open the floor to interested parties. Ms. Laurel Virtues Wauters (2619 El. Glacier Dr) came forward and concurred with the Alders that more work is needed in Green Bay to preserve our heritage.

Ms. Lisa Hanson (708 Kellogg) stepped forward and also stated she agreed with the Alders that more work needs to be done to preserve the City's heritage.

A motion to return to regular order of business by Ald. Andy Nicholson seconded by Ald. Tom DeWane and carried.

A motion to reduce the celebrations account by \$10,000 and move it to the Historic Preservation account was made by Ald. Andy Nicholson and seconded by Ald. Tom DeWane and carried.

Sanitary Sewer

A motion to approve the Sanitary Sewer budget as presented made by Ald. Tom DeWane, seconded by Ald. Tom Sladek and carried.

Parking Utility

A motion to approve the Parking Utility budget as presented made by Ald. Tom DeWane, seconded by Ald. Tom Sladek and carried.

Storm Sewer

A motion to approve the Storm Sewer budget as presented made by Ald. Tom DeWane, seconded by Ald. Tom Sladek and carried.

Transit

A motion to approve the Transit budget as presented made by Ald. Tom DeWane, seconded by Ald. Tom Sladek, and carried.

Debt Service

A motion to approve the Debt Service budget as presented made by Ald. Tom DeWane, seconded by Ald. Tom Sladek, and carried.

Workers Compensation

A motion to approve the Workers Compensation budget as presented made by Ald. Tom DeWane, seconded by Ald. Tom Sladek, and carried.

General Liability

A motion to approve the General Liability budget as presented made by Ald. Tom Sladek, seconded by Ald. Tom DeWane, and carried.

Health Insurance Escrow

A motion to approve the Health Insurance Escrow budget as presented made by Ald. Tom DeWane, seconded by Ald. Tom Sladek, and carried.

Revenue

General Fund

A motion to approve the General Fund Revenues made by Ald. Tom DeWane, seconded by Ald. Tom Sladek, and carried.

Sanitary Sewer

A motion to approve the Sanitary Sewer Revenues as presented made by Ald. Tom DeWane, seconded by Ald. Tom Sladek, and carried.

Parking Utility

A motion to approve the Parking Utility Revenues as presented (but adjustments to the revenues so they are consistent) made by Ald. Tom DeWane, seconded by Ald. Tom Sladek, and carried.

Department of Public Works Equipment Replacement

A motion to approve the Department of Public Works Equipment Replacement Revenues as presented made by Ald. Tom DeWane, seconded by Ald. Tom Sladek, and carried.

Storm Sewer

A motion to approve the Storm Sewer Revenues as presented made by Ald. Tom DeWane, seconded by Ald. Tom Sladek, and carried.

Transit and Operations Capital Equipment Fund

A motion to approve the Transit Capital Equipment and Operations Fund Revenues as presented made by Ald. Tom DeWane, seconded by Ald. Tom Sladek, and carried.

Bay Beach

A motion to approve the Bay Beach Revenues as presented made by Ald. Tom DeWane, seconded by Ald. Tom Sladek, and carried.

Debt Service

A motion to approve the Debt Service Revenues as presented made by Ald. Tom DeWane, seconded by Ald. Tom Sladek, and carried.

Workers Compensation / General Liability and Health Insurance Escrow revenues

A motion to approve the Workers Compensation, General Liability and Health Insurance Escrow Revenues as presented made by Ald. Tom DeWane, seconded by Ald. Tom Sladek, and carried.

City Council

The committee members came back to the budget for the Common Council that was held at the start of the meeting. Ald. Zima made a motion to add \$30,000 dollars to the council budget to hire their own legal counsel, seconded by Ald. Tom DeWane and carried.

A motion to approve the 2015 proposed budget as amended with a net increase of levy from the Mayor's proposed budget is \$607,230 made by Ald. Tom DeWane, seconded by Ald. Tom Sladek, and carried.

A motion to adjourn at 10:25 was made by Ald. Nicholson, seconded by Ald. Tom DeWane and carried.